

ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2014 COMPETITIVE GRANT ANNOUNCEMENT

DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

Eligibility

State, county, local, and tribal criminal justice agencies that meet the qualifications are eligible to apply.

Deadline

All applications are due by 3:00 p.m. on Friday, March 22, 2013.

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the Grant Management System, contact Jennifer Hawkins, Grant Coordinator, at 602-364-1168, Tony Vidale, Program Manager, at 602-364-1155 or e-mail dcadmin@azcjc.gov

**Arizona Criminal Justice Commission
1110 W. Washington, Suite 230
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ABOUT THE DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

The Drug, Gang, and Violent Crime Control (DGVCC) program allows state, county, local and tribal governments to support activities that combat drugs, gangs, and violent crime. The DGVCC program provides funding to support the components of a statewide, system-wide enhanced drug, gang, and violent crime control program as outlined in the [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#).

The Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) funds awarded to Arizona by the United States Department of Justice, Bureau of Justice Assistance (DOJ/BJA) continue to support program activities along with state Drug and Gang Enforcement Account (DEA) funds established under A.R.S. §41-2402. The Byrne JAG program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and courts, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives.

INTRODUCTION

The Arizona Criminal Justice Commission (ACJC) is publishing this notice to announce the availability of funds for the DGVCC program to be distributed during FY 2014. Arizona prioritizes the use of these funds for the support of apprehension efforts, prosecution projects, and projects that support these efforts, such as drug adjudication and sentencing, drug forensic analysis activities, and corrections and community corrections projects. In addition, funds may also support substance abuse treatment for corrections-involved individuals, and prevention and education efforts.

Drug, gang, and violent crime enforcement efforts must frequently cross jurisdictional boundaries in order to arrest, prosecute, and sentence criminals. ACJC supports improvement in the effectiveness of collaborative law enforcement by leveraging state and federal funds to reduce drug trafficking, drug-related violent crime, and criminal street gang activities throughout Arizona. Further, ACJC strongly encourages agencies to coordinate efforts with other projects or initiatives such as the direct local agency Byrne JAG funds, methamphetamine interdiction, Homeland Security programs, prescription drug abuse initiatives, and High Intensity Drug Trafficking Area (HIDTA) activities.

Agencies that previously have not received funding under the DGVCC program are encouraged to apply. Agencies within jurisdictions that receive a direct Byrne JAG award from DOJ/BJA remain eligible to apply for DGVCC program funds.

PROGRAM STRATEGY

The DGVCC program is designed to implement projects aligned with the [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#), approved by the Arizona Criminal Justice Commission. The strategy outlines purpose areas as a guide for funding projects designed to address the drug, gang, and violent crime problem in the state. These purpose areas and definitions are as follows:

Apprehension: The apprehension purpose area may include, but is not limited to, efforts promoting enhanced information sharing and intelligence exchange, approaches to address locally distinct drug, gang and violent crime related challenges, and proactive policing strategies to address drug, gang, and violent crime such as multi-agency, multi-jurisdictional task forces.

Prosecution: The prosecution purpose area may include, but is not limited to, prosecutorial efforts in tandem with multi-agency, multi-jurisdictional drug, gang and violent crime task forces, efforts to deny criminals currency, property and drugs such as statewide civil forfeiture efforts, and other effective prosecution strategies to address drug, gang and violent crime.

Forensic Support Services: The forensic support services purpose area includes activities such as evidence examination and analysis, development of investigative leads, training, providing expert courtroom testimony and other forensic support services as they pertain to drug, gang and violent crime related cases.

Adjudication and Sentencing: The adjudication and sentencing purpose area may encompass a range of activities associated with court processes. Such activities include, but are not limited to, pre-trial services, improved criminal court case processing, supporting specialty courts and public defender services.

Corrections and Community Corrections: This purpose area includes projects responding to the needs of prison and jail facilities and corrections practitioners to providing secure care for offenders of drug, gang and violent crime. Projects could include, but are not limited to, safety and security improvements, inmate programming, corrections equipment and technology, and contraband control and detection. For community corrections, projects may include, but are not limited to, pre-release planning, coordinated reentry services, and supporting probation and parole services for offenders of drug, gang and violent crime.

Substance Abuse Treatment for Corrections-Involved Individuals: This purpose area includes, but is not limited to, providing residential substance abuse treatment for inmates, preparing offenders for reentry into the community, and supporting community-based treatment and other broad-based aftercare services upon release.

Prevention and Education: This purpose area encompasses evidence-based interventions and environmental prevention strategies. Efforts should involve multiple sectors of the community and focus on reducing access and opportunity, enforcing consequences and decreasing the likelihood of engaging in drug, gang and/or violent crime by addressing risk and protective factors.

FUNDING PRIORITIES

For purposes of outlining funding priorities for the FY14 Drug, Gang, and Violent Crime Control Program, the Commission has developed a tier system. Each purpose area has been categorized as a Tier I, Tier II, or Tier III project (see below). Tier I projects will receive the primary focus in allocating funding. Although Tier I projects will receive priority consideration, the funding recommendation will recognize to the extent possible the workload impact one part of the criminal justice system has on other parts.

TIER I:

- Apprehension
- Prosecution

TIER II:

- Forensic Support Services
- Adjudication and Sentencing

- Corrections and Community Corrections

TIER III:

- Substance Abuse Treatment for Corrections-Involved Individuals (*Eligible under the RSAT grant program*)
 - Prevention and Education
-

Strategic Principles

In addition to identifying purpose areas, the Commission will utilize a set of strategic principles identified in the [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#) to guide funding decisions. In preparing applications, it may be useful for applicants to take into consideration the strategic principles listed below. Projects do not need to include all of these strategic principles but strong projects will reflect as many of these qualities as possible.

- Resemble proactive strategies to address the drug, gang, and violent crime problem
- Include a collaborative strategy
- Use specialized personnel or specialized processes to address the drug, gang, and violent crime problem
- Consider gaps in services
- Place a focus on intelligence and information sharing
- Include resource or cost sharing
- Build and maintain partnerships at the federal, state, and local levels
- Support evidence-based and/or innovative approaches
- Include evaluation processes that allow for assessing effectiveness and include sound and reliable data.

FUNDING

The Commission will make funds available for multiple grants to be allocated directly to state, county, local, and tribal criminal justice agencies for projects that will achieve the goals of the DGVCC program. As noted above, priority consideration will be given to projects based on the tier system and alignment with strategic principles as outlined above. At this time, the funding level for the FY14 DGVCC Grant program is estimated to be \$8,066,472.

All projects funded under this program will be for twelve (12) consecutive months starting July 1, 2013 and ending June 30, 2014.

Match Funds

Hard cash matching funds up to 25 percent may be required. The Commission will determine the necessity of matching funds based on program need at the Commission meeting scheduled on March 21, 2013. Applicants selected for an award will be notified as to the level of match funding on May 23, 2013.

Note: In submitting funding requests, applicants should include the amount of grant funds being requested plus a 25 percent match. i.e. If the applicant intends to request \$75,000 in grant funding to carry out the proposed project, the total funding request should reflect \$100,000 (\$75,000 in grant funds plus \$25,000 in match funds).

ALLOWABLE COSTS

Funds may not be available in future years; therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources in the Project Summary section of the application. In addition, applicants should have a sustainability plan to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs, and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

Priority in budget allocation will be given to budget categories of personnel salaries, employee related expenses (ERE) or fringe benefits and overtime to further support the activities in the reduction of drug, gang, and violent crimes throughout Arizona.

RESTRICTIONS ON USE OF FUNDS

DGVCC program funds cannot be used directly or indirectly for security enhancements or equipment to non-governmental criminal justice/public safety entities.

Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use, may not be requested through this grant program.

In addition, the following items are restricted:

- Vehicles, vessels, or aircraft¹
- Luxury items
- Real estate
- Construction projects
- Any similar matters.

Funding may not be used to request positions for participating federal agencies.

Non-Supplanting:

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the [OJP Financial Guide](#) (Part II, Chapter 5). Additional information may be found in the [ACJC Grant Management Resource Manual](#).

SPECIAL REQUIREMENTS

Uniform Administrative Requirements and Cost Principles:

If the applicant's jurisdiction is awarded funds it must comply with the following Uniform Administrative Requirements and Cost Principles as indicated in the table below.

¹ Vehicle, vessels, or aircraft may be exempt as long as they are for the direct use of the drug task force. These items may require Commission and/or DOJ/BJA approval prior to encumbrance.

Where can I find...	if I am part of a...	Resources	
		Office of Management and Budget (OMB)	U.S. Department of Justice (DOJ)
Administrative Requirements	Educational Institution	Title 2 CFR, Part 215 (OMB A-110) [PDF - 267 Kb]	Title 28 CFR 70 [PDF-216 Kb]
	State or Local Unit of Government, or Tribal Organization	OMB A-102 Replaced by Uniform Administrative Requirements, also known as "common rule"	Title 28 CFR 66 [PDF - 222 Kb]
	Nonprofit Organization	Title 2 CFR, Part 215 (OMB A-110) [PDF - 267 Kb]	Title 28 CFR 70 [PDF-216 Kb]
Cost Principles	Educational Institution	Title 2 CFR, Part 220 (OMB A-21) [PDF-348 Kb]	US DOJ Administrative Requirements Reference Cost Principles in 28 CFR 66.22 and 28 CFR 70.27
	State or Local Unit of Government, or Tribal Organization	Title 2 CFR, Part 225 (OMB A-87) [PDF-288 Kb]	
	Nonprofit Organization	Title 2 CFR, Part 230 (OMB A-122) [PDF- 276 Kb]	
Audit Requirements	Educational Institution	OMB A-133 [PDF – 172 Kb]	US DOJ Administrative Requirements Reference Cost Principles in 28 CFR 66.26 and 28 CFR 70.26
	State or Local Unit of Government		
	Nonprofit Organization		

<http://www.ojp.usdoj.gov/financialguide/GeneralInformation/chapter2page2.htm>

A-133 Audit or Single Audit:

To meet federal audit requirements, one copy of the most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency does not have a current audit completed for the period ending June 30, 2012, the written correspondence indicating approval of an extension by the federal cognizant oversight agency must be attached (uploaded) with the application. The correspondence must indicate the timeframe for completion and/or approved extension date.

Other Funding Sources:

Applicants will be required to disclose all other funding sources that will be used to enhance the project. The sources and amount of funds should be identified in the **DGVCC FY14 Budget Worksheet** and a statement of how the funds will enhance your project should be included in the Project Summary section. **The DGVCC FY14 Budget Worksheet** can be found at the following location on the ACJC web site:

www.azcjc.gov/ACJC.web/pubs/DGVCC%20FY14%20Budget%20Worksheet.xls

Sustainability Plan:

Within the Project Summary section, applicants should identify future potential funding sources to ensure the program is ongoing beyond the funding availability.

U.S. General Service Administration (GSA) Excluded Parties Listing Service:

If the applicant's jurisdiction is awarded funds, it must agree not to do business with any individual, agency, company or corporation listed in the U.S. General Service Administration (GSA) Excluded Parties Listing Service.

Participation/Collaboration Letters (Apprehension Purpose Area, task force specific applicants only):

Participation/collaboration letters or documents signed by the Authorized Official of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project are required to be uploaded with the application. Please note: letters of participation from the Arizona Department of Public Safety are sent directly to the Arizona Criminal Justice Commission; therefore, uploading this letter is an exception.

Grantee Self-Assessment Questionnaire:

If the applicant is awarded funds, it agrees to complete the Grantee Self-Assessment Questionnaire and return it to ACJC within 90 days of award of the grant.

Task Force Training (Apprehension Purpose Area, task force specific applicants only):

If the applicant is awarded funds to support a task force project, it must agree that within 120 days of award acceptance, each member of the task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete a required online (internet-based) task force training. The training is provided free of charge through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement.

Confidential Funds Certification:

If utilizing Confidential Funds, a Certification of knowledge and adherence to the *Office of Justice Programs (OJP) Financial Guide* Chapter 17: Confidential Funds must be signed by the Project

Official, and submitted as an attachment at time of application. The **Confidential Funds Certification** form is available via ACJC's web site:

<http://www.azcjc.gov/ACJC.Web/pubs/ConfidentialFundsCertification.pdf>.

Byrne JAG Formula Local Application:

If applicable, a copy of the local Byrne JAG application submitted by your unit of local government to the DOJ/BJA under the 40 percent direct local funding solicitation **must** be submitted to the ACJC Program Manager by e-mail to: dcadmin@azcjc.gov or at the address below within seven (7) calendar days from the local jurisdiction's online application date to the DOJ/BJA.

Arizona Criminal Justice Commission
Attn: Tony Vidale, Program Manager
1110 W. Washington Street, Suite 230
Phoenix, Arizona 85007

Equal Employment Opportunity Plan (EEOP):

Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review: An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receives an award of \$25,000 or more under the Omnibus Crime Control and Safe Streets Act of 1968 either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission.

Declaration Claiming Complete Exemption: Regardless of the amount of funding or number of employees, if the recipient agency is an educational institution, non-profit organization, Indian tribe or medical institution, the agency is eligible to file a certification form claiming complete exemption from the EEOP requirement.

Submissions of the EEOP vary depending on the entity type, number of employees and funding level of a grantee agency.

An acceptable Equal Employment Opportunity Plan or Certification Form Claiming Complete Exemption or Claiming Exemption from the EEOP Submission Requirement must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7th Street N.W., Washington D.C. 20531. An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color or national origin. The Department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

The following guidelines should be used to determine what information, if any must be submitted to Office for Civil Rights (OCR):

An agency **must submit** a Certification Form Claiming Complete Exemption if it is a non-profit organization, educational institution, Indian tribe or medical institution; has less than 50 employees; or is not receiving a single grant or sub-grant award of at least \$25,000. Section A of a certification form must be completed and filed with the OCR and a copy sent

to the Commission: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

An agency **must submit** a Certification Form Claiming Exemption from the EEOP Submission Requirement if it has 50 or more employees and is receiving a single grant or sub-grant award of at least \$25,000, but less than \$500,000. Section B of a certification form must be completed and filed with the OCR and a copy sent to the Commission: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

An agency **must submit** a copy of its EEOP or EEOP Short Form to OCR and send a copy to the Commission if it is receiving a single grant award of \$500,000.

All grantees must forward to OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past three years) within 30 days of such finding.

For more information, consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr.

Civil Rights Certification

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must provide assurance that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the online application as a condition of receiving federal funds (See 28 CFR 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d, (the OJP program statute), prohibits such discrimination, as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

*Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with the program or activity receiving OJP fund on these grounds.

Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and of its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination that are prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203. For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr.

Civil Rights Training:

If the applicant is awarded funds, it must agree that within 90 calendar days of award acceptance, the agency will participate in any required civil rights related training to ensure compliance with all federal and state civil rights laws.

REPORTING REQUIREMENTS

Monthly financial reports: Grantees are required to submit monthly financial reports for expenditure reimbursement.

Quarterly activity reports: Grantees are required to report on progress towards the goals and objectives identified in their grant application.

Detailed information on data variables **for core project areas** that successful applicants will, at minimum, be required to report can be accessed by clicking on this link <http://www.azcjc.gov/ACJC.Web/Byrne/ReportingForms.aspx>

As well as any other reporting requirements, grantees are expected to cooperate fully in any national evaluation efforts required by the federal government.

SCORING PROCESS

Each grant application will be scored by a team of qualified individuals based on the scorecard on page 13. The [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#), will provide further guidance to application reviewers.

ACJC staff will prepare a proposed allocation plan based upon the results of the scored grant applications, and present the proposed allocation plan to the Drug, Gang, and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Arizona Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to applicants five (5) days prior to the funding meeting. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan for the grant period of July 1, 2013 through June 30, 2014.

Staff may provide additional information to assist the Commission in making funding decisions. This information may include but is not limited to past performance, including achievement of past goals and objectives or outcomes, and financial and/or programmatic monitoring deficiencies. Applications will be scored using the scorecard included in this announcement.

New applicants are those that do not have a documented award history with ACJC and may provide at least one year of prior grant performance history to obtain points in the Administrative History category, for a maximum total of 40 points. Prior grant performance history documentation should be uploaded for review along with the application.

Acceptable prior grant performance history can be one or all of the following:

- a letter of past performance signed by an agency head
- programmatic monitoring summary and/or corrective action report
- financial monitoring summary and/or corrective action report

- other documentation supporting the achievement/success of a project
- Please note: a scored application does not guarantee an award.
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APPLICATION CHECKLIST

- ___ Application submitted via GMS: <http://72.32.210.188/GMS2/Login.aspx>
- ___ A-133 Audit (submit as attachment)
- ___ Sustainability Plan (included in Project Summary section)
- ___ [DGVCC FY14 Budget Worksheet](#) (submit as attachment)
- ___ [Confidential Funds Certification](#) (if applicable, submit as attachment)
- ___ Participation/Collaboration Letters (Task Force specific applicants only, submit as attachment)
- ___ Byrne JAG Formula Local Application (if applicable, submit as an attachment or e-mail to dcadmin@azcjc.gov)

Scorecard - Drug, Gang, and Violent Crime Control Grant Application

1. Is the project eligible under the *Arizona Drug, Gang and Violent Crime Control State Strategy*? **Yes/No**
2. Was the application received on time? **Yes/No**

If the answer to either question is "No," the application is disqualified and should not be scored.

Scorecard			
Category	Description	Valuation	Maximum Possible Score
Submission	All application information is complete and accurate. <ul style="list-style-type: none"> • Application is complete and accurate • A-133 Audit or Audit Extension Letter • DGVCC Budget Worksheet • Sustainability Plan • Confidential Funds Certification (if applicable) • Participation/Collaboration Letters (task force only) 	Factual	55
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data. <ul style="list-style-type: none"> • Problems are clearly stated • Problems are evidenced with statistics • Problems align with the strategy • Problem causes are identified 	Judgment	200
Project Summary	Project summary describes project to be supported. <ul style="list-style-type: none"> • Summary addresses the problems stated • Summary describes agency's activities • Summary includes networking with agencies • Summary is realistic and achievable • Includes sustainability plan • Resembles proactive strategies to address the drug, gang, and violent crime problem • Uses specialized personnel or specialized processes to address the drug, gang, and violent crime problem • Considers gaps in services • If applicable, places a focus on intelligence and information sharing 	Judgment	200
Collaboration Efforts	The project collaborates with other criminal justice agencies and community organizations. <ul style="list-style-type: none"> • Public and community agencies are listed • Detailed collaboration described • Includes a collaborative strategy • Builds and maintains partnerships at federal, state and/or local levels 	Judgment	100
Goals And Objectives	Goals and objectives identify intended project accomplishments. <ul style="list-style-type: none"> • Goals are overarching and reasonable • Goals relate to the problems identified • Objectives are reasonable and achievable • Objectives are a logical connect to goals • Measures are appropriate and collectable 	Judgment	125
Evaluation Plan	Performance Measures are identified and are appropriate. <ul style="list-style-type: none"> • Data collection methodologies clearly defined • Measures are appropriate and collectable • Process to incorporate evaluation findings for purposes of project improvement is identified • Includes evaluation processes that allow for assessing effectiveness and includes sound and reliable data. 	Factual	130

Budget	<ul style="list-style-type: none"> Budget costs are reasonable and allowable Narrative description is complete Matching funds are included (if applicable) Includes resource or cost sharing 	Factual and Judgment	100
Internal Controls	<ul style="list-style-type: none"> Applicant demonstrates adequate internal controls 	Judgment	50
Administrative History	<p>Projects previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during monitoring reviews.</p> <ul style="list-style-type: none"> Activity reporting Financial reporting Programmatic reportable deficiencies Financial reportable deficiencies <p>*New applicants may submit proof of prior performance</p>	Factual	40
Total:			1,000

REQUEST FOR MODIFICATION OF RECOMMENDED ALLOCATION PLAN

Pursuant to R10-4-405 Drug and Gang Enforcement Account Grants Request for Modification of Recommended Allocation Plan, if an applicant disagrees with the recommended funding allocation, the applicant may verbally appeal to the Committee. The Committee shall consider the request for modification before forwarding the recommended allocation plan to the Commission for action.

If the applicant disagrees with the decision of the Committee, the applicant may verbally request that the Commission modify the recommended allocation plan. The Commission shall consider the request for modification when making a final decision to award or deny a grant. The Commission's decision is final.

APPLICATION PROCESS

The grant application for FY2014 must be completed and submitted using the ACJC Grant Management System (GMS). Detailed application instructions, including information on how to access the GMS, are available at this link <http://www.azcjc.gov/ACJC.Web/Grants/> under the Drug, Gang and Violent Crime Control Program section of the web site.

Paper or emailed applications will not be accepted. All applications and attachments must be submitted through the ACJC Grant Management System.

The application must be successfully submitted to the GMS no later than 3:00 p.m. on Friday, March 22, 2013. Late applications will not be accepted by the GMS or be considered by ACJC.

Funding recommendations will be presented for the Commission's approval at the meeting scheduled on Thursday, May 23, 2013. If approved, a list of funded programs will be posted on the ACJC website on Friday, May 24, 2013.

ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2014 COMPETITIVE GRANT APPLICATION INSTRUCTIONS

DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

For Assistance

If you have questions about the grant instructions or the Grant Management System (GMS), contact Jennifer Hawkins, Grant Coordinator, at 602-364-1168, Tony Vidale, Program Manager, at 602-364-1155 or e-mail dcadmin@azcjc.gov

**Arizona Criminal Justice Commission
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Introduction

The Arizona Criminal Justice Commission (ACJC) has developed these instructions to assist you with your application submission for the FY 2014 Drug, Gang, and Violent Crime Control (DGVCC) Competitive Grant application.

Assistance and Resources

ACJC staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of GMS are available at http://72.32.210.188/grants/GMS2/Documentation/ACJC_GMS_Manual.pdf. Access to the GMS is available at <http://www.azcjc.gov/ACJC.Web/Grants/GMSIndex.aspx>. In addition, application content guidance is found in the grant announcement and the [Grant Writing Training Manual](#) available on ACJC's web site.

Funding Priorities

For purposes of outlining funding priorities for the FY14 Drug, Gang, and Violent Crime Control Program, the Commission has developed a tier system. Each purpose area has been categorized as a Tier I, Tier II, or Tier III project (see below). Tier I projects will receive the primary focus in allocating funding. Although Tier I projects will receive priority consideration, the funding recommendation will recognize to the extent possible the workload impact one part of the criminal justice system has on other parts.

TIER I:

- Apprehension
- Prosecution

TIER II:

- Forensic Support Services
- Adjudication and Sentencing
- Corrections and Community Corrections

TIER III:

- Substance Abuse Treatment for Corrections-Involved Individuals (*Eligible under the RSAT grant program*)
- Prevention and Education

Please review the Drug, Gang, and Violent Crime Control Competitive Grant Announcement to ensure your project meets the necessary eligibility requirements.

Application Tips

When completing your application:

- Complete text responses in a Word document; then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Sustainability plan should be addressed within the Project Summary section of the application
- Save your application frequently
- Use the checklist in the Grant Announcement to make sure all required documents are submitted

Completing the Application

Please include as much information as possible for each field in the application. Fields in the Grant Management System (GMS) with a red flag next to them are required for successful submission of the application.

1. General Information

- **ACJC Grant Program**

The GMS will auto fill this field. (Drug, Gang, and Violent Crime Control)

- **Period Title**

The GMS will auto fill this field. (Cycle 27)

- **Project Title**

Provide the name of the project or program, such as the name of the task force. For prosecution and forensic projects, the project title may begin with "Prosecution for" or "Forensic support for" then insert the task force name. A project not associated with a specific task force or is statewide, may be named as desired.

- **Purpose Area**

The applicant is prompted to select the applicable purpose area from a drop-down menu. *As stated in the Funding Priorities section of this document, Tier I projects will receive priority consideration in providing recommendations for award.* The approved purpose areas are:

A -- Apprehension

P -- Prosecution

PF -- Prosecution, Statewide Forfeiture

F -- Forensics

AD -- Adjudication

C -- Corrections

E -- Education/Prevention

-- Other

- **Continuation Grant**

The radial button is automatically selected to "No." The applicant does not need to adjust this setting.

- **Applicant Agency**

This information pulls directly from the user's profile. A different agency or a different department may be selected from the dropdown menu. However, new agency or new departments must be added through the "Edit Profile" function (see GMS instructions for more information).

DUNS Number and Central Contractor Registry

These fields are mandatory for all applicants. All agencies must have a DUNS number and be registered with CCR at the time of award. Returning applicants are required to update their user profile prior to opening an application by entering the numeric DUNS number

and selecting the appropriate "Yes"/"No" response for the Central Contractor Registry (CCR).

Data Universal Numbering System (DUNS):

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used by federal agencies for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at: <http://fedgov.dnb.com/webform/displayHomePage.do>.

Central Contractor Registration (CCR):

In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. However, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures may be accessed at www.sam.gov. It is recommended that applicants begin the registration process immediately, which may take up to few weeks to complete.

- **Participating Agencies**

The applicant is to provide a listing of participating agencies or enter "not applicable" if other agencies are not involved with the project.

- **Authorized Official**

This must be a person in the applicant agency who is authorized to sign grant agreements.

- **Project Official**

This is the person who is responsible for overseeing administration of the project or program.

2. Project Narrative

- **Project Mission Statement** (Response limitation is 1,500 characters including spaces.)

Include a mission statement that describes the focus or direction of the agency (i.e. task force, prosecutorial agency, etc.) in addressing drug, gang and/or violent crime. If the agency is part of a larger, diverse service organization, use the mission statement that is most closely related to the program applying for funding.

- **Problem Statement** (Response limitation is 7,000 characters including spaces.)

Utilize this section to demonstrate a compelling need for the program in order to maintain or improve public safety.

- Describe the problem(s)/issue(s) that require your agency's involvement to reduce drug, gang and/or violent crime.

- Demonstrate the impact of the problem(s)/issue(s) on your community using verifiable statistical data:

Scope of Problem: Use data that reflects the scope of the problem of illegal drug manufacture, distribution, and use. Include how this may impact and create related problems in your jurisdiction (local threat assessment).

Resources: Use data that reflects the absence or limitations of resources to support law enforcement, prosecution, adjudication efforts and/or criminal justice support services.

- **Project Summary** (Response limitation is 7,000 characters including spaces.)
Provide a summary of the proposed project that would be supported with requested grant funds.
 - *Strategies/approach:* Describe the strategy/approach to be used in reaching project goals and objectives.
 - *Implementation Plan:* Outline specific tasks/activities to be conducted in order to put the strategy/approach into action.
 - *Organizational Capacity:* Describe your agency's capacity to implement the proposed project. Applicants with previous experience are encouraged to describe previous success with project implementation.
 - *Sustainability Plan:* Identify future potential funding sources to ensure the program is ongoing beyond the funding availability.
- **Project Collaboration** (Response limitation is 4,000 characters including spaces.)
Demonstrate a strong collaborative effort with law enforcement, prosecution, service providers, community organizations and other governmental and social service agencies.
 - List the public and private organizations your agency collaborates with in connection with the scope of the proposed project. If there are member agencies associated with the project, identify resources such as funding, personnel, volunteers, space, equipment, criminal intelligence support systems to be dedicated by each member agency.
 - Describe in detail a recent collaboration. Discuss the purpose of the collaboration and your agency's contribution to the process and the outcomes.
- **Evaluation Plan** (Response limitation is 4,000 characters including spaces.)
Describe how the agency will determine whether the project is making progress toward achieving its stated goals and objectives.
 - Identify the method in which statistical data will be tracked, i.e. service tracking database, Excel spreadsheet, hand-counted tally.
 - Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

3. Goals and Objectives

Purpose: Goals, objectives, and performance measures are used by ACJC and the federal awarding agency to establish clear expectations of overall performance and to measure the success of the project.

NOTE: As detailed in APPENDIX A of this document, mandatory goals, objectives and performance measures have been established for the purpose areas identified in the [Arizona 2012-2015 Drug, Gang and Violent Crime Control Strategy](#):

Tier I Projects:

- Apprehension
- Prosecution

Tier II Projects:

- Forensic Support Services
- Adjudication and Sentencing
- Corrections and Community Corrections

Tier III Projects:

- Substance Abuse Treatment for Corrections-Involved Individuals (*Eligible under RSAT grant program*)
- Prevention and Education

***At minimum, applicants must include in their application the mandatory goals, objectives and performance measures detailed in APPENDIX A.**

DETAILED INSTRUCTIONS FOR ENTERING GOALS, OBJECTIVES AND PERFORMANCE MEASURES:

Goals: Goals are general and should reflect what the project aims to accomplish for your jurisdiction or community area.

Step 1: Click **Add New Goal**

Step 2: Enter project goal into **Goal** text box

Step 3: After objective(s) and performance measure(s) have been entered for the goal, click **Add New Goal** to enter additional goals (if applicable)

Objectives: Objectives are specific, measurable, attainable, realistic, and achievable within the timeline of the grant award. Objectives have a direct correlation to the goal selected.

Step 1: Type the objective that correlates with the goal stated above into the **Objectives** text box

Step 2: After performance measure(s) have been entered for the first objective, type the next objective in the **Objectives** text box (if there are multiple objectives for the same goal)

Performance Measures: Performance Measures are a quantitative metric used to monitor and evaluate progress toward goals and objectives. *Note: If utilizing multiple performance measures to monitor an objective, please complete separate entries for each performance measure.*

- Step 1: Quantify the measure by entering an estimated figure (by percent or quantity) for each performance measure, i.e. 125.
- Step 2: Type the measure into the **Performance Measures** text box, i.e. Number of arrests for transport/import of drugs.
- Step 3: Click **Add** when the performance measure has been entered.
- Step 4: Repeat the process of quantifying the measure, typing the measure into the **Performance Measures** text box, and clicking **Add** (if there are multiple measures for the same objective).

SAMPLE VIEW OF GOALS, OBJECTIVES AND PERFORMANCE MEASURES:

Below, a screen shot has been provided that demonstrates the format for which goals, objectives and performance measures should be entered. This screen shot is intended to demonstrate format and not content. Applicants should reference APPENDIX A of this document for guidance on content.

Goals and Objectives ([Edit this section](#))

Goal: To reduce or disrupt the flow of illicit drugs imported, transported, and sold in the community.

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Conduct arrests for importing/transporting of illicit drugs	%	75	Number of arrests for transport/import of drugs
Conduct arrests for distribution of illicit drugs	%	225	Number of arrests for distribution/sale of drugs
	%	350	Number of arrests for buying/receiving drugs
Disrupt methamphetamine labs	%	35	Number of methamphetamine related investigations
	%	5	Number of clandestine labs seized
	%	5	Number of methamphetamine dump sites discovered
	%	10	Number of methamphetamine sites referred for mitigation/cleanup
Eradicate marijuana cultivation grows	%	50	Number of indoor marijuana grows seized
	%	100	Number of outdoor marijuana grows seized
Disrupt or dismantle Drug Trafficking Organizations	%	15	Number of DTOs disrupted
	%	5	Number of DTOs dismantled

Goal: Strengthen collaborative partnerships between federal, state, and local law enforcement and prosecutorial agencies.

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Conduct coordination or collaborative activities with other agencies	%	20	Number of deconfliction events
	%	40	Number of tips/leads referred to other task forces
	%	10	Number of counterterrorism referrals
	%	25	Number of drug-endangered child referrals or calls to CPS
	%	25	Number of drug interdiction activity assists
Conduct intelligence driven, collaborative investigations	%	40	Number of intelligence driven, collaborative investigations
	%	30	Number of intelligence driven investigations resulting in arrest
	%	25	Number of intelligence driven investigations resulting in drug seizures

4. Budget

Provide budget detail and narrative for the *applicable* budget categories listed below. **NOTE:** Matching funds up to 25 percent *may* be required. **In submitting funding requests, applicants should include the amount of grant funds being requested plus a 25 percent match.** i.e. If the applicant intends to request \$75,000 in grant funding to carry out the proposed project, the total funding request should reflect \$100,000 (\$75,000 in grant funds plus \$25,000 in match funds).

- Salary and ERE

In the budget table provide the position title, what portion of the position will be funded (i.e. 1.0 or .5), the total annual salary for the position, and the ERE Rate. If requesting funding for more than one position please prioritize the positions from top to bottom.

Use the "Personnel" text box above the table to provide a very brief description of each position (please provide detailed job descriptions as attachments). Please explain why this position is critical to the program. If requesting funding for multiple positions, please explain prioritization.

In the "ERE Breakdown" text box below the Overtime table, list all the expenses included in fringe benefits, i.e. health insurance, workers' compensation, FICA, etc. Include a percentage for each category and a total ERE percentage for each position.

NOTE: Multi-agency, multi-jurisdictional drug, gang and violent crime projects may request state, county, and local personnel, ERE, and overtime. There must be a commitment by the participating agency that the personnel can be provided. Funding may not be used to request positions for participating federal agencies.

NOTE: Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 5).

Please remember to save after entering individual lines when entering budget data.

- Overtime

Enter the request for overtime in the table provided.

Please remember to save after entering individual lines when entering budget data.

- Consultant/Contractual Services

In the text box, for each vendor provide detailed vendor information including name and a description of the services provided to the program.

In the table, provide the type of service, number of hours, and hourly rate for each vendor. Examples of Consultant/Contractual Service types are contractual accounting, legal, counseling, and data processing services.

Please remember to save after entering individual lines when entering budget data.

- In-State Travel

In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

In the table, provide a description of the travel type, rate per mile, and number of miles using your organization's established mileage rate.

Please remember to save after entering individual lines when entering budget data.

- Out-of-State Travel

In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

In the table provide a description of the travel type, rate per mile, and number of miles using your organization's established mileage rate.

Please remember to save after entering individual lines when entering budget data.

- Confidential Funds

Select the "expense type" from the dropdown list and then enter the dollar amount requested.

Please remember to save after entering individual lines when entering budget data.

- Other Operating Expenses

In the text box provide a detailed description of the expense; and in the table, information on the amount requested. "Other Operating Expenses" include pager, cell phones, training fees, etc. Other expenses must be in direct support of the program.

Please remember to save after entering individual lines when entering budget data.

- Equipment

In the text box, provide a description of the item, quantity, purchase price or monthly lease rate for each type of equipment item requested. Note: Pagers and cell phones will be reported under Other Operating Expenses. Complete the table to request equipment funding.

Please remember to save after entering individual lines when entering budget data.

- Matching Funds

Matching funds up to 25 percent *may* be required. The Commission will determine the necessity of matching funds based on program need at the Commission meeting scheduled on March 22, 2012.

In responding to the statement, "If matching funds are required for this grant program, provide a description of what funds will be used as the required match," provide one of the following descriptions:

- General Fund
- RICO
- HIDTA
- Other (list the source)

Please note federal funds cannot be used to match other federal dollars.

5. Administration

- **Matching Funds Form Field**

If ACJC funds will be used as matching funds for other grant program(s), please list the name(s) of the grant program and funding agency.

- **Audit Requirements**

- (a) List the date of the last financial audit.
- (b) Check "yes" if the audit resulted in a Schedule of Findings and Questioned Costs.
- (c) If a Schedule of Findings and Questioned Costs was issued, please attach a copy along with the management letter in the attachment section.

- **Internal Controls**

Please answer all questions concerning your organization's internal controls. If you answered "No" to any of the questions in this section, please provide a brief explanation in the text box provided.

6. Attachments

- *A-133 Audit or Single Audit*

To meet federal audit requirements, the jurisdiction's most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency does not have a current audit completed for the period ending June 30, 2012, the written correspondence indicating approval of an extension by the federal cognizant oversight agency must be attached (uploaded) with the application. The correspondence must indicate the time frame for completion and/or approved extension date.

- *Budget Worksheet*

Applicants will be required to disclose all other funding sources that will be used to enhance the project. The sources and amount of funds should be identified in the **DGVCC FY14 Budget Worksheet** and a statement of how the funds will enhance the project should be included in the Project Summary section. If the applicant agency has applied for funds but the status of the request is unknown, indicate this with a "P" in the bottom box indicating the request is pending. The Funding Disclosure Worksheet is available via the Grant Resources page on ACJC's web site:

www.azcjc.gov/ACJC.web/pubs/DGVCC%20FY14%20Budget%20Worksheet.xls.

- *Participation/Collaboration Letters (Task Force Applicants only)*
Participation/collaboration letters or documents signed by the Authorized Official of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project are required to be uploaded with the application. Please note: letters of participation from the Arizona Department of Public Safety are sent directly to the Arizona Criminal Justice Commission, therefore, uploading this letter is an exception.
- *Confidential Funds Certification*
If utilizing Confidential Funds, a Certification of knowledge and adherence to the Office of Justice Programs (OJP) Financial Guide *Chapter 17: Confidential Funds* must be signed by the Project Official and submitted as an attachment at time of application. The **Confidential Funds Certification** form is available via ACJC's web site:
<http://www.azcjc.gov/ACJC.Web/pubs/ConfidentialFundsCertification.pdf>.

How to attach (upload) a document into GMS

- Step 1: From the **Attachments** tab in GMS, Click the **Browse** button to navigate to the document you wish to attach/upload.
- Step 2: Once you have selected the document, click **Upload Selected File**.
- Step 3: Click the **Save** button on the right side of the screen

7. Special Conditions

Please read all special conditions. Acceptance is required in order to submit the grant application.

Appendix A – Mandatory Goals, Objectives, and Performance Measures

Purpose Area: APPREHENSION

APPREHENSION Goal 1: To reduce or disrupt the flow of illicit drugs imported, transported, and sold in the community.	
Objective 1.1 Increase arrests for importing/transporting of illicit drugs	Performance Measure: 1. Number of arrests for transport/import of drugs
Objective 1.2 Increase arrests for the distribution of illicit drugs	Performance Measures: 1. Number of arrests for distribution/sale of drugs 2. Number of arrests for buying/receiving drugs
Objective 1.3 Disrupt methamphetamine labs	Performance Measures: 1. Number of methamphetamine related investigations 2. Number of clandestine labs seized. 3. Number of methamphetamine dump sites discovered 4. Number of methamphetamine sites referred for mitigation/cleanup
Objective 1.4 Eradicate marijuana cultivation grows	Performance Measures: 1. Number of indoor marijuana grows seized 2. Number of outdoor marijuana grows seized
Objective 1.5 Disrupt or dismantle Drug Trafficking Organizations	Performance Measures: 1. Number of DTOs disrupted 2. Number of DTOs dismantled
Objective 1.6 Arrest members of criminal street gangs	Performance Measures: 1. Number of arrests of criminal street gang members

APPREHENSION Goal 2: Strengthen collaborative partnerships between federal, state, and local law enforcement and prosecutorial agencies.	
Objective 2.1 Conduct coordination or collaboration activities with other agencies	Performance Measures: 1. Number of deconfliction events 2. Number of tips/leads referred to other task forces 3. Number of counterterrorism referrals 4. Number of drug-endangered child referrals or calls to CPS 5. Number of drug interdiction activity assists
Objective 2.2 Conduct intelligence-driven, collaborative investigations	Performance Measures: 1. Number of intelligence-driven, collaborative investigations 2. Number of intelligence-driven investigations resulting in arrest 3. Number of intelligence-driven investigations resulting in drug seizures

Purpose Area: PROSECUTION

PROSECUTION Goal 1: To enhance the pursuit of justice for drug and drug-related gang and violent crimes in an equitable, unprejudiced, and expeditious manner.	
Objective 1.1 Prosecute drug-related cases	Performance Measures: 1. Number of drug-related cases referrals received 2. Number of drug-related cases declined for prosecution 3. Number of drug-related cases deferred to a diversion program 4. Number of drug-related cases dismissed 5. Number of drug-related cases resulting in conviction 6. Number of drug-related cases resulting in acquittal
Objective 1.2 Prosecute members of criminal street gangs	Performance Measures: 1. Number of criminal street gang members prosecuted
PROSECUTION Goal 2: Strengthen collaborative partnership between federal, state, and local law enforcement and prosecutorial agencies.	
Objective 2.1 Conduct coordination or collaboration activities with other agencies	Performance Measures: 1. Number of drug-related law enforcement investigation assists 2. Number of meeting(s) with law enforcement related to case preparation, case processing and/or hearings 3. Number of trainings/briefings offered to law enforcement from prosecutors 4. Number of trainings/briefings offered by law enforcement and attended by prosecutors
PROSECUTION Goal 3 (Statewide Civil Forfeiture Efforts Only): Deprive Arizona drug money laundering criminals of their profits.	
Objective 3.1 Achieve successful outcomes in high-impact cases	Performance Measure: 1. Number of successful outcomes 2. Total number of high-impact cases
Objective 3.2 Disrupt criminal enterprises with consequence of limiting subsequent criminal conduct	Performance Measure: 1. Number of criminal enterprises disrupted 2. Number of cases involving criminal enterprises
Objective 3.3 Partner with task forces to prepare and execute seizure warrants in cases where money laundering is a principal allegation	Performance Measure: 1. Number of seizure warrants issued on behalf of task forces in money laundering cases 2. Total number of seizure warrants issued in money laundering cases
PROSECUTION Goal 4 (Statewide Civil Forfeiture Efforts Only): Improve coordination of Arizona forfeiture/money laundering efforts.	
Objective 4.1 Provide forfeiture/money laundering training programs for attorneys and investigators statewide	Performance Measure: 1. Number of prosecutors and/or investigators that are provided training on forfeiture/money laundering 2. Number of training participants demonstrating increased knowledge
Objective 4.2 Provide analytical/investigative law enforcement assists	Performance Measure: 1. Number of requests for assistance received 2. Number of assists provided

Purpose Area: FORENSIC SUPPORT SERVICES

FORENSIC SUPPORT SERVICES Goal 1: To enhance forensic analysis processing to aid in the apprehension and prosecution of drug offenders.	
Objective 1.1 Conduct forensic drug analysis	Performance Measures: 1. Number of requests for analysis awaiting analysis (in queue or backlogged) 2. Number of analysis reports completed 3. Average number of days from receipt of sample to analysis report
Objective 1.2 Provide expert witness testimony	Performance Measure: 1. Number of times staff testified in court 2. Number of times staff testified in court on cases brought forward by task force
Objective 1.3 Efficiently process forensic cases	Performance Measures: 1. Number of cases handled per FTE 2. Average number of working days to complete analysis 3. Average processing cost per analysis

FORENSIC SUPPORT SERVICES Goal 2: To collaborate with apprehension and prosecution agencies in the investigation and examination of drug-related evidence.	
Objective 2.1 Assist law enforcement in the examination of drug evidence	Performance Measure: 1. Number of investigation assists 2. Number of task force specific investigation assists
Objective 2.2 Conduct drug field testing training	Performance Measures: 1. Number of field test training classes completed 2. Number of officers trained in drug field testing 3. Number of agencies participating in field testing sessions 4. Number of training participants demonstrating increased knowledge

Purpose Area: ADJUDICATION AND SENTENCING

ADJUDICATION AND SENTENCING Goal 1: To enhance court adjudication services for drug offenders.	
Objective 1.1 Provide enhanced court service activities for drug offenders	Performance Measures: <ol style="list-style-type: none"> 1. Number of drug court participants 2. Number of drug court graduates 3. Number of drug court participants that did not recidivate during participation 4. Average processing time of drug-related cases funded by the grant 5. Number of indigent defendants requesting services 6. Number of indigent defendants served
Objective 1.2 Provide probation services	Performance Measures: <ol style="list-style-type: none"> 1. Number of drug offenders that received surveillance 2. Average number of days to prepare cases for drug offenders 3. Total number of drug probationers screened for services 4. Total number of drug probationers receiving drug treatment 5. Total number of drug probation absconders apprehended
Objective 1.3 Conduct presentence investigations	Performance Measures: <ol style="list-style-type: none"> 1. Number of presentence investigation reports prepared 2. Number of presentence investigation reports submitted on time without a continuance

Purpose Area: CORRECTIONS AND COMMUNITY CORRECTIONS

CORRECTIONS AND COMMUNITY CORRECTIONS Goal 1: Provide a safer and more effective environment for inmates and staff at correctional and detention facilities.	
Objective 1.1 Identify and disrupt criminal support systems of inmates	Performance Measures: 1. Number of successful criminal syndicate investigations involving civilian suspects 2. Number of successful prosecutions involving inmates and civilians for prison contraband
Objective 1.2 Identify Security Threat Group (STG) members, associates, and prospective members	Performance Measures: 1. Number of validation packets and gang member identification cards used to document prison gangs 2. Number of inmates participating in debriefings to cooperate with investigators 3. Number of inmates entering into the Step Down program, in which STG members formally denounce their membership and agree to stop associating with their gang
Objective 1.3 Enhance security measures within correctional facilities	Performance Measures: 1. Number of seizures of contraband located, entering facilities and within facilities 2. Number of successful prosecutions for prison contraband
CORRECTIONS AND COMMUNITY CORRECTIONS Goal 2: To maintain effective community supervision of drug offenders, facilitate their successful transition from prison to the community and return offenders to prison when necessary to protect the public.	
Objective 1.1 To effectively release, supervise and monitor drug offenders under active Department community supervision.	Performance Measures: 1. Percentage of drug offenders on community supervision 2. Percentage of drug offenders on community supervision returned to prison for technical violations 3. Percentage of drug offenders on community supervision returned to prison for a new crime 4. Number of drug offenders returned to prison for absconding

Purpose Area: PREVENTION AND EDUCATION

PREVENTION AND EDUCATION Goal 1: Decrease the likelihood of engagement in drug, gang and/or violent crime	
Objective 1.1 Conduct effective education and awareness events on the risks associated with drug and gang involvement	Performance Measures: <ol style="list-style-type: none">1. Number of individuals receiving drug and/or gang prevention and education programming2. Number of individuals demonstrating an increased knowledge that received programming
Objective 1.2 Improve pro-social behaviors	Performance Measures: <ol style="list-style-type: none">1. Number of individuals served2. Number of individuals completing program requirements3. Of individuals completing program requirements, number of individuals exhibiting desired change in targeted behaviors